

Pre-Permit Application Consultations (Pre-PAC)

Ms. Kathy Strom, Mayor
Mr. Alan Beal
Town of Chevy Chase



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4301 Willow Lane
Chevy Chase, MD 20815

Tel: 301-654-7144
Fax 301-718-9631
[E-mail](#)

Permit Process

Following is a sequential overview of the Town's building permit and inspection process. The Town's Community Relations Committee also has prepared a brochure entitled "[Ten Things to Know Before Renovating or Building in the Town of Chevy Chase](#)." Additionally, [a flow-chart detailing the Town's permit review process can be found here](#).

Pre-Permit Application Consultation (Pre-PAC):

Prior to filing a building permit application for a new building in excess of 500 square feet or for one or more addition(s) or alteration(s) that individually or cumulatively increases the square footage of any floor of an existing building by more than 500 square feet, the Town requires a consultation with Town officials for purposes of exchanging information, receiving feedback, and making and considering non-binding recommendations.

All persons subject to such a consultation shall file, with the Town Manager, a preliminary plan including at least the following:

- schematic (conceptual) floor plans and elevations for buildings, and for any planned decks, porches, or patios, drawn to scale;
- a preliminary site plan showing front, back and side setbacks and the location of (i) impacted trees that are regulated by Chapter 29 "Urban Forest"; (ii) existing rights-of-way; (iii) planned walkways, driveways, and other impervious surfaces; (iv) planned retaining walls; and (v) other planned structures;
- a context sketch, photograph or other image showing the planned structures and front and rear elevations in relation to existing structures on adjoining and confronting lots.

Ten days prior to the Pre-PAC meeting, the Town will post information about the meeting on the applicant's property and on the Town website. The Town also will send a notice of the consultation to abutting and confronting neighbors.



Town of Chevy Chase
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Chevy Chase, MD 20815

301-654-7144 (phone)
301-718-9631 (fax)
townoffice@townofchevychase.org

Town Permit No.: _____

Pre-Permit Application Consultation Application

A preliminary plan shall be filed with the Town before a person may file a building permit application for:

1. A new building in excess of five hundred (500) square feet;
2. One (1) or more addition(s) or alteration(s) to a building that individually or cumulatively increase(s) the square footage of any floor of an existing building by more than five hundred (500) square feet; or
3. The demolition of more than fifty (50) percent of the exterior walls of a structure (measured in linear feet and including only that area which is entirely above grade).

Please submit a complete application, as incomplete applications will not be reviewed. If you have any questions about the permitting process, please call the Town Office at 301-654-7144.

Street Address: _____ Date: _____

Applicant Information:

Name _____			Phone _____
Address _____			Cellular Phone _____
City _____	State _____	Zip _____	E-Mail _____

Pre-Permit Application Submittal Requirements

- Schematic (conceptual) floor plans and elevations for buildings and for any planned decks, porches, or patios, drawn to scale.
- A preliminary site plan showing the front, back, and side setbacks and the location of any trees, right-of-ways, walkways, driveways, retaining walls, and other planned structures.
- A context sketch, photograph or other image showing the planned structures and front and rear elevations in relation to existing structures on adjoining and confronting lots

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(Office use only)

Date Meeting Scheduled: _____

Date Notices Delivered/Property Posted: _____ (at least 10 days prior)

Date Posted on Town Website: _____ (at least 10 days prior)

Notes: _____

☐ Additional Notes Attached